

**JOINT COMMISSION
ON
SHARED SERVICES INITIATIVES
Minutes - January 26, 2012**

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: January 26, 2012 **TIME:** 7:30 a.m. **LOCATION:** Room 2550, Courthouse

COMMITTEE CHAIR: Dave Duax **RECORDER:** Linda DesForge

Commission Members Present:

City: Dave Duax, Kerry Kincaid, Jackie Pavelski

County: Colleen Bates, Gerald Wilkie

School District: Carol Craig, Kathryn Duax

Commission Members Absent: Trish Cummins, Gregg Moore

Staff Present: Brian Amundson, Tom McCarty, Ron Heilmann, Linda DesForge

AGENDA ITEM #1: Call to Order.

Chairman Dave Duax called the meeting to order at 7:38 a.m.

AGENDA ITEM #2: Approval of minutes of Joint Commission on Shared Services Initiatives meeting of December 1, 2011.

ACTION: Kathryn Duax made a motion, seconded by Colleen Bates, to approve the minutes as presented. The motion passed by unanimously.

AGENDA ITEM #3: Final approval and execution of the amended Intergovernmental Agreement for Joint Commission on Shared Services Initiatives.

Tom McCarty summarized the draft copy of the Intergovernmental Agreement.

ACTION: A motion was made by Jackie Pavelski, seconded by Kathryn Duax, to amend Section "III. A." by adding "Designee means a person appointed by the presiding officer for a specified term." The motion passed unanimously.

ACTION: By unanimous consent, the document was approved as amended.

The Intergovernmental Agreement will be submitted to the three governmental bodies for approval. The Commission will ratify the agreement at the next meeting of the JCSSI.

AGENDA ITEM #4: Discussion of the six priority projects designated in the Optimization and Process Review Report for the Joint Commission on Shared Services Initiatives.

Tom McCarty submitted a list of the six projects showing the staff support and estimated project timeline. The Commission members decided to pair up the six projects according to short-term and long-term timelines.

ACTION: A motion was made by Carol Craig, seconded by Colleen Bates, to pair up the six projects and begin studying them in the following order:

- 1. Joint Purchasing (short-term) and Joint Healthcare (long-term)**
- 2. Combine IT Functions (short-term) and Combine Land Records/GIS (long-term)**
- 3. Share Administrative Functions (short-term) and Share Administrative Space and Facilities (long-term)**

The motion passed by unanimous consent.

AGENDA ITEM #5: Report on the ESRI Community Analyst Program Demo.

Dave Duax informed the Commission of the ESRI Community Analyst Program, which is a geographic based system for compiling data for marketing, demographics, etc. The company is based out of St. Paul and could be contacted if there were interest in a demo. The City and County are familiar with the software.

AGENDA ITEM #6: Discussion of future agenda items for the regular meetings.

- Update on the designated projects
- Ratification of Intergovernmental Agreement
- Discussion of rewarding individuals for utilization of sharing opportunities

AGENDA ITEM #8: Adjournment.

**ACTION: Jackie Pavelski made a motion, seconded by Kathryn Duax, to adjourn the meeting.
The motion carried, and the meeting adjourned at 9:18 a.m.**

FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday, March 29	7:30 a.m.	City Hall
Thursday, May 24	7:30 a.m.	Courthouse